



Special Events Guidelines

Outdoor Special Events in the City of Burien

Office of the City Clerk

www.burienwa.gov

September 2009



Welcome to Burien.

We are pleased you have chosen our City as the site for your special event. We will do everything possible to help you through the application process.

A number of City departments are involved in the logistics necessary to produce a safe and successful community event. In addition, the City requires permits and approvals before an event may take place.

In an effort to simplify the application procedures for community event planners, the City of Burien has prepared these guidelines. City staff is available to help you complete the necessary application, or to answer your questions.

Please feel free to contact me at 206-248-5517 or monical@burienwa.gov if I can answer any questions for you.

Here's wishing you a great event!

Sincerely,

Monica Lusk, City Clerk
Special Events Liaison
City of Burien

Table of Contents

At A Glance	4
Easy Reference Guide.....	5
Equipment Rental Businesses.....	6
Special Event Permit Requirement.....	6
Definition of a Special Event.....	6
Exceptions to Special Event Permit Requirement	6
Special Event Committee Meeting.....	7
Special Event Administrative Policy.....	7
Special Event Committee Members	8
Notice of Action on Application	7
Reasons a Special Events Permit May be Denied	7
Other Permits that May be Required	8
Other Requirements	10
Other Relevant Information.....	12

Exhibits

Exhibit A – Right of Way Use Permit Informational Handout.....	13
Exhibit B – Temporary Structures Permit Requirements Handout.....	14
Exhibit C – Washington Cities Insurance Authority (TULIP)	15

At A Glance

Thank you for selecting Burien as the site for your special event.

A special event includes any temporary activity that takes place outdoors and involves sales not already permitted by City code, or includes sound amplification that may result in a public disturbance, or is conducted on a right-of-way.

- Please answer all questions on the attached application typing or printing clearly. Staff is available to help complete the application.
- The application will be distributed to City departments that may be involved in permitting the event.
- You may be requested to attend a pre-event meeting to discuss the proposed event with liaisons from City departments.
- Please sign, date and submit the application and all required attachments to:
City Manager
City of Burien
400 SW 152nd Street, Suite 300
Burien, WA 98166
Email: burien@burienwa.gov
- Application Fees: \$25 upon submittal of application; \$75 upon approval of application.
- We suggest that you wait to promote the event until after the application has been submitted.
- Normally, the City Manager or Designee will take final action upon a completed application within 30 days.
- A Special Event Permit will be issued after the event is approved and fees are paid.

EASY REFERENCE GUIDE

CITY DEPARTMENTS

TELEPHONE

City Clerk's Office (City Clerk) Special Events Information	206-248-5517
Building Department (Permit Technician) Stages, electrical, platforms, temporary buildings	206-248-5520 or 206-812-7577
Planning Department (Assistant Planner) Signage questions	206-812-7575
Public Works (Right-of-Way Inspector) If any part of the event will take place in the street or public right-of-way, that includes sidewalks	206-439-3161
Fire District #2 (Fire Marshall) Tents/canopies, special amusement building, laces of assembly, carnivals or fairs, exhibits and trade shows, open flames or candles	206-242-2040, ext. 103
Police Department (Sergeant) Security or Traffic Direction	206-296-3351
Parks, Recreation & Cultural Services (Reception Desk) Use of City parks or facilities	206-988-3700

COUNTY/STATE AGENCIES

King County Public Health Food preparation and sales	206-296-4632
State of Washington: Burien Liquor Store or Washington State Liquor Control Board Serving or selling of alcohol	206-439-3828 360-664-1600

INSURANCE AGENCY

Entertainment Brokers International (online only) Special event general liability insurance available for events taking place on city-controlled property. Also offers host liquor liability endorsement, that is required for events with alcohol.	www.ebi-ins.com/tulip
---	--

EQUIPMENT RENTAL BUSINESSES

The following referrals are provided for informational purposes only. Though we don't provide recommendations, the following businesses do offer rental equipment as listed.

Fences

National Rent-A-Fence	1-800-352-5675
Statewide Rent-A-Fence	206-772-7222

Traffic Barricades & Signs

National Barricade	206-523-4045
AABCO Barricade	1-800-559-6212

Port-a-potties

National Sanitation	1-800-352-5675
Honey Bucket	1-800-562-4442

Generators

United Rentals	425-251-8150
----------------	--------------

Staging, Risers, Tents, Tables & Chairs

Alexander Party Rentals	206-282-1987
AA Party Rentals	425-640-5547

Special Event Permit Requirement

Every event must go through the permit process whether it is a new or annual event, unless it is listed under the "exceptions" on the next page.

Definition of a Special Event:

A special event includes any temporary activity that takes place outdoors and involves sales not already permitted by City code, or includes sound amplification that may result in a public disturbance, or is conducted on a right-of-way.

Exceptions to Special Event Permit Requirement:

The following types of activities are excluded from the Special Events Permit requirement provided they do not unreasonably impact public safety or routine City services:

- Funeral processions that comply with traffic laws.
- Wedding processions that comply with traffic laws.
- School, Church & Governmental events on property owned by the agency.
- Events conducted at a facility designed for the special event purpose or upon facilities where such events are normally held (such as churches, schools, athletic fields, auditoriums, stadiums and theaters).
- Regularly scheduled athletic events.

- Demonstrations on public property that comply with traffic laws.
- Events that have been determined not to require a Special Events Permit by the City Manager or his Designee.

Special Event Committee Meeting

When a completed Permit Application has been received, the City Manager or his Designee may schedule your attendance at a Special Event Committee meeting.

If, after meeting with the Special Event Committee, the completed Permit Application and all appropriate permits and requirements are met, the event organizer will receive a Special Event Permit listing the conditions for the event.

Special Event Committee

The Special Event Committee consists of City of Burien staff representing the various departments that may need to issue permits or provide additional services based on the event. Committee members review the Special Event Permit Application and offer suggestions and recommendations for approval or denial.

Please note that the event organizer is responsible for permit fees and/or other fees that the Special Event Committee deems necessary.

Special Event Committee Members

Representatives from the following City departments attend the Special Event meetings as needed:

Police Department
Public Works
Parks, Recreation & Cultural Services
Building Department
Planning Department
Fire Department

Notice of Action on Application:

The City Manager or Designee shall normally review and decide on the Special Event Permit Application within 30 days of all requirements being fulfilled. If the application is denied, the applicant will receive written notification of the reasons for the decision. The \$25 application fee is non-refundable.

Reasons a Special Events Permit may be Denied:

- a) The special event creates the possibility of violent disorderly conduct likely to endanger public safety or to result in significant property damage; or
- b) The special event violates public health or safety laws; or
- c) The special event fails to conform to the requirements of law or City Policy; or
- d) The applicant has failed to conduct a previously authorized or exempted special event in accordance with the terms of a permit, or both; or

- e) The applicant has not met all of the requirements for submitting an application for a special event permit.

Other Permits that May be Required:

Traffic Control and Road Closures Require a Right of Way (ROW) Permit

A right-of-way use permit (ROW) authorizes use of City right-of-way for public and private activities. Approval for use of City streets, alleys, sidewalks and parking lots is generally given through the Public Works Department. In order for the City to allow a road closure, the following must be considered: impact on residents/businesses, detour routes, signage and notification, set up of traffic control devices and overall safety. There are six different types of right-of-way permits, but generally speaking, for special events, a "Type A" or "Type B" permit would be required.

"Type A ROW"

Type A Right-of-way use permits are for events with nonprofit purposes. Examples of events that may require a "Type A" Right of Way permit include: Assemblies; Bike races; Block parties; Parades/processions; Fairs, Shows and exhibitions; Parking; Nonmotorized vehicle races; Street dances; and Street runs or walks.

"Type B ROW"

Type B Right-of-way use permits are issued when special events are for profit purposes. Examples of events that may require a "Type B" Right-of-way permit include:

Fairs, carnivals, shows and exhibitions; Temporary sale of goods; and Temporary street closures.

Attached to these guidelines as "Exhibit A," is an informational handout on Right-of-Way Use Permits. If you require a ROW permit, you will be given an application, or you may download one from our website at: [www.burienwa.gov/Permit Application Forms](http://www.burienwa.gov/Permit%20Application%20Forms).

Temporary Structure Permit

Temporary structures 120 square feet or larger intended to be used for the gathering of 10 or more persons requires a Building Permit. Temporary structures include platforms, stages, reviewing stands, grandstands, bleachers, sales trailers, and modular buildings. Attached to these guidelines as "Exhibit B," is a handout on Permit Requirements for Temporary Structures.

Electrical Permit

A permit and inspection is required for any type of temporary power distribution system that uses generators, dimmers, transformers, feeders, branch circuits or other means that distribute power to electrical equipment (e.g. amplifiers, lights, etc.) to an end user for plugging in their equipment. This includes plugging in extension cords to multi-plug power systems for outdoor use.

Portable generators (defined as a generator that two people can carry and that is not on a cart) may be used without obtaining an electrical permit. Also, one item may be plugged into one extension cord for outdoor use without an electrical permit or inspection, but reasonable care must be taken to ensure that any extension cords will not be damaged as a result of set up.

Fire Department Permits

The following items require that you get a Permit from King County Fire District #2:

1. A tent over 200 square feet or canopy over 400 square feet requires a separate permit and inspection. Special rules apply to the use of generators, cooking equipment, heaters and similar equipment associated with tents and canopies and the use of tents/canopies for assembly purposes.
2. Carnivals and/or fairs
3. Special amusement buildings
4. Exhibits and trade shows
5. Open flames, candles, torches and all open burning

King County Health Department Permit

Food and beverages sold or served at the event must comply with King County Health Department permit requirements.

Contact the King County Health Department for information (206-296-4632).

Special Occasion Liquor License or Banquet Permit

A Special Occasion License must be obtained from the Washington State Liquor Control Board at least 45 days prior to any event for nonprofit societies or organizations holding special events where alcohol will be served by the drink. (A nonprofit society is a group organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic or benevolent purposes.) This license may be obtained at any Washington State Liquor Store.

A Banquet Permit must be obtained 45 days in advance of any event that permits the service and consumption of alcohol at a private, invitation-only banquet or gathering in a public place or club. This permit may be obtained at any Washington State Liquor Store.

For further information, please contact Washington State Liquor Control Board, 360-664-1600. A copy of the Banquet Permit or the Special Occasion License must be attached to the Special Event Permit application.

If the event location is on public property, a written request for the use of alcohol must be submitted to City Council for review at least 30 days prior to the event and after obtaining conditional approval for a Special Event Permit by the Special Events Committee. Please send a copy of the written request to the City Clerk.

The event organizer is responsible for checking the identification of all persons being served alcohol and for ensuring all persons acting as servers are age 21 or older. It is also the servers' responsibility to make sure that intoxicated persons are not served.

Liquor Liability insurance will be required to be added to the general comprehensive insurance policy for any special event with alcohol. The minimum amount of one million dollars on an "occurrence" basis, naming the City of Burien as an additional insured is required if the sponsoring organization and/or server is in the business of distributing/selling alcohol. A copy of the certificate must be provided to the City Manager or Designee at least 30 days prior to the event. Event organizers must comply with all Washington laws.

Other Requirements

Security and Safety Services

The Burien Police will identify general security issues to consider at your event. Police officers may be required for traffic control on public roadways and for other safety concerns. A private security company may be hired for events where applicable. The Burien Police will work with event organizers to identify their specific security needs. Any additional City Police services that would be required will be the responsibility of the event organizer.

First Aid and Emergency Services

The event organizer is responsible for making arrangements for on-site First Aid services and emergency response for any event accidents or incidents.

Restrooms

The event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by the Special Event Committee for the estimated size of your attendance. State regulations require that at least 5% of restrooms have provisions for people with disabilities. Restrooms in City parks are open to the public March through October.

Litter Prevention

The event organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event. The event organizer may be required to rent a dumpster and/or hire a litter pick-up crew at his/her expense. Any City services that would be required will be charged to the event.

Event Recycling

A new law requires a recycling program at every government-approved event where beverages are sold by a vendor or vendors in single-use aluminum, glass or plastic bottle or cans. Additional information can be found at the Department of Ecology's website: www.ecy.wa.gov/biblio/0807016.html

Amusements & Attractions

If inflatable toys are to be part of an event, the City must have a copy of the insurance from the inflatable toys rental company that lists the City as additionally insured.

Noise & Amplified Sound

Sound from portable audio equipment operated at a volume to be heard no greater than 50 feet from the source is permissible between the hours of 7 a.m. – 10 p.m. weekdays and 9 a.m. – 10 p.m. weekends. Other loud noise between the hours of 10:00 p.m. and 8:00 a.m. is considered a public disturbance violation.

Insurance Coverage Requirement

As an organizer of a special event, it is required that you obtain comprehensive liability insurance coverage with a combined single limit of at least \$1,000,000 each occurrence, \$2,000,000 general aggregate for the duration of your event, naming the City of Burien, as an additional insured. You may choose to purchase your own special event insurance or purchase coverage through the City's insurance pool, otherwise called "TULIP" insurance. If you are interested in purchasing such coverage, the instructions included on "Exhibit C" will assist you in obtaining a quote and/or purchasing such coverage through Entertainment Brokers International (EBI). Insurance through EBI is available only for city-owned or city-leased locations. *If your special event will be taking place on private property, this option is not available.*

The requirement for insurance may be waived when it is necessary to comply with any federal, state, or local law, statute, regulation or constitutional provision.

Signage

If you have requested to put up signage to promote your special event on the permit application, the request will be considered as part of the Special Event Permit issuance. If approved, signage may be displayed for no more than 30 days to promote the special event, including the day(s) of the event.

Other Relevant Information

City Properties

Event organizers may secure park facilities by contacting the Parks, Recreation and Cultural Services Department at 206-988-3700. Specific amenities available per park, indoor facility or picnic shelter for rent may be viewed at www.burienparks.net.

Revocation of a Special Event Permit (prior to event occurrence):

A Special Event Permit may be revoked at the discretion of the City Manager or Designee upon consultation with the appropriate public safety personnel when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition that has arisen.

Revocation of a Special Event Permit (during event occurrence):

A Special Event Permit may be revoked during an event for reasons of health, inclement weather, or public safety. This will be determined by the City Manager or Designee. If a Special Event Permit is revoked, the event must be cancelled and activities must be terminated immediately.

Enforcement of Other Laws:

Nothing contained in this document shall prohibit the authority of any officer to arrest a person engaged in any act or activity granted under this policy, if the conduct of such person violates the laws of the State, provision of this Code, or ordinances of the City, or unreasonably obstructs the public streets and sidewalks of the City, or if such person engaged in acts that cause or would tend to cause a breach of the peace.



WHAT IS A RIGHT-OF-WAY USE PERMIT?

A right-of-way use permit authorizes use of City right-of-way for public and private activities. There are six different types of right-of-way use permits, described below. The decision on a right-of-way use permit application is made by the Public Works Director following review of the permit application and supporting information.

TERMS AND CONDITIONS

Each permit requires the applicant to read and agree to the attached general right of way permit terms and conditions.

WHAT STEPS ARE REQUIRED FOR RIGHT-OF-WAY USE PERMIT APPLICATION REVIEW AND HOW LONG WILL IT TAKE?

Processing of Right-of-Way Use Permit applications includes the following steps:

- Step 1: Application Submittal – The applicant submits a complete application form, application checklist and all required supporting information to the City of Burien Permit Center for intake and routing. Submittal is required no later than 30 days before the proposed use of a street, sidewalk or public right-of-way. Applications for a new private use of the public right-of-way must be submitted at least 90 days before the proposed use.
- Step 2: Initial Review – The City's Permit Technician will check the permit application and advise the applicant of any additional information needed, and the fees and other requirements necessary for the Right-of-Way Use Permit Application.
- Step 3: Review and Approval Process – The application will be reviewed by the Public Works Department, which is responsible for the management of street, sidewalk and public right-of-way uses. As required, the Public Works Department shall coordinate the review of Right-of-Way Use Permit applications by other departments, including police, fire, parks and recreation, community development, and legal. The review process may require that the applicant meet with these other City departments to provide additional information. Identification or verification of other requirements or conditions to assure public safety or public use may result from the review process. Permit approval is indicated by the signature of the Director (or designee). The approved permit is routed to the Permit Center for issuance. Our target is to issue the permit within three (3) weeks of receiving a complete application.
- Step 4: Fees, Deposits and Insurance – The applicant will be notified once the application has been approved. The Applicant must pay any applicable fees and submit the required assurance devices, and proof of deposit and/or assurance deposit (when required) before the permit is issued.
- Step 5: Notification to City – The applicant must notify the designated department or individual within the City 48 hours prior to the start of the permitted event or project. (The permit identifies the City contact person who is to be notified.)
- Step 6: Permit Inspection (as needed) – Provides for the inspection of the applicant's activities for compliance with the conditions of the Permit. Prior to each required inspection, the applicant must give at least 24 hours notice to the City's inspector. The City's inspector will document all conditions for which the applicant will be charged for services, such as damage repair or cleanup. The record of inspections and charges will be maintained as a separate document, and filed with the Permit application.
- Step 7: Permit Completion – Provides for the termination of the Permit, the return of deposits, insurance certificates, performance bonds, etc. to the applicant, and the collection of any repair, cleanup or other charges due to the City.



Burien

Washington, USA

Permit Requirements for Temporary Structures

400 SW 152nd Street, Suite 300 Burien, WA 98166 Phone: (206) 248-5520 • FAX: (206) 248-5539 www.burienwa.gov

Temporary Structures: Temporary structures are structures which are erected for a period of less than 180 days. Temporary structures include platforms, stages, reviewing stands, grandstands, bleachers, sales trailers, and modular buildings. (Note: For tents and other membrane structures erected for a period of less than 180 days please refer to the Fire Services Permit Application.)

Permit Required: Temporary structures 120 square feet or larger intended to be used for the gathering of 10 or more persons requires a Building Permit.

Construction documents: A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure in relation to property lines and/or other buildings and structures. Information will also need to be provided showing the temporary installation will meet minimum structural strength, fire safety, exiting, accessibility, light, ventilation and sanitary requirements necessary to ensure public health, safety and general welfare.

Location: Temporary structures are required to meet the minimum setbacks from property lines identified in the Building and Zoning Codes adopted by the City of Burien.

Permit processing timeline: While we will do everything we can to expedite your permit, please allow a minimum of two weeks for processing.

Intake Checklist: (To be reviewed at intake with Permit Technician or Plans Examiner)

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Application |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner /Agent Authorization Form (Authorizes person other than the owner to obtain permits and oversee or do the work.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan (show all structures, roads, property lines and setbacks) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Occupant Load (Show the maximum number of people capable of occupying the structure at any one time) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exit plan (Show there are a sufficient number of exits for the number of people using the structure) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handicap Accessibility plan (Show accessible parking, ramps, restrooms, door hardware, and accessible paths of travel) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting plan (Show there is sufficient lighting for the occupants of the structure) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitation plan (Show the location of sanitary facilities – Toilets, sinks, showers as applicable.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire safety plan (Location of Fire extinguishers, hydrants, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Structural plans (Engineering or Manufacturers specifications showing structure is designed for the applicable loads and anchored to withstand wind and earthquake loads.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Anchoring details (For trailers and modulares) |

Exhibit C

Washington Cities Insurance Authority Tenant User Liability Insurance Policy Program (TULIP) through Entertainment Brokers International (EBI)

Instructions for obtaining a quote and/or insurance:

1. Access EBI at www.ebi-ins.com/tulip.
2. Enter facility ID code*.
3. The user answers questions about the event:
 - a. Type of event from the dropdown list (some events are ineligible)
 - b. Has the event been held before, were there losses, will there be armed private security?
 - c. Select the date(s) of the event (this includes setup and takedown/cleanup)
 - d. Name of the event
 - e. Average daily attendance
 - f. Do you require liquor liability coverage?
 - g. If you are required to provide liability coverage for exhibitors, concessionaires, and performers, you will enter the number of each in the boxes provided. Otherwise, leave these as zero.
4. The user then clicks on “Quick Quote” for the cost of the insurance.
5. If the user elects to purchase the insurance, they fill in user and contact information, and enters their credit card information. The transaction is completed with a VISA or MasterCard credit card online.
6. In a matter of minutes (after credit card approval), an insurance certificate will be emailed to the user (contact information email address).
7. If the user has problems with their credit card, needs to change their coverage purchase choices, or for a refund they may contact the number for EBI on their website (800-507-8414).

*Click on “If you do not know the facility ID then click here”. Next use the drop down list to select “Washington Cities Insurance Authority” as the facility name. Then select the appropriate city location from the second dropdown list.